

Flagging Programs

The Office of Career and Technical Education is responsible for serving the technical education needs of students and business and industry. When a program no longer meets the needs of students and business and industry, it may be necessary to close the program and explore the possibility of opening a new one.

The Deputy Executive Director will establish an Enrollment Review Committee comprised of Area Technology Center principals and representatives from the Office of Career and Technical Education. The Committee is responsible for the review of the flagging process, making recommendations for process changes and assembling as needed by the Deputy Executive Director.

The principal of each school shall report enrollment in the fall of each school year through the Kentucky Tech Enrollment Database. Student to Teacher Ratio (STR) will be determined through the data collected in the database. A program with a STR of 12.5 or less will be flagged for closure.

The Deputy Executive Director will notify the principal and teacher by certified letter that the program has been flagged for closure. Once a program has been flagged, procedures for closing programs will be implemented.

(Amended 6-15-2012)

Closing Programs

Procedures for closing a program with a vacant teacher position:

- (1) The Deputy Executive Director may recommend to the Executive Director that a program be closed immediately.
- (2) The Executive Director will make the final decision on program closure.
- (3) The Executive Director/Deputy Executive Director will notify the school principal in writing of the official date for closure of a program or status for continuation.

Procedures for closing a program with a filled teacher position:

- (1) The principal and teachers(s) of the school will receive a letter from the Deputy Executive Director indicating the program has an STR of 12.5 or less and is flagged for closure. The letter will provide information on establishing a Program Improvement Committee

and the timeframe to meet goals for program continuation. The targeted closure date will be included.

- a) Program Improvement Committee: When a program is flagged, the Deputy Executive Director will advise the school principal to appoint and chair a Program Improvement Committee comprised of superintendent(s), high school principal(s), teacher(s), counselors, legislator(s), area supervisor, and representatives from local business and industry to further evaluate the program and develop a plan for improvement to include a review of the program profile.
 - b) Timeframe: The Deputy Executive Director will notify the school of a decision to flag a program no later than December 30. The flag period will continue through May 1 of the next school year. For example: If a school is notified of a decision to flag a program in December 2012, the school will have until May 1, 2014 to increase enrollment to greater than 12.5 and meet the recommendations of the Program Improvement Committee.
 - c) Maintenance: If the program obtains a 12.5 STR following the flagging period, the program must sustain 12.5 STR for five consecutive years. Should the flagged program not maintain 12.5 STR for five consecutive years following the flagging period, the Executive Director, after consultation with the Program Improvement Committee, will make the final decision on program closure.
- (2) The Program Improvement Committee will monitor the improvement plan through the flagging and program closure timeframe, make a recommendation, and report on the progress of the program's improvement to the Deputy Executive Director by May 1 prior to closure. Meeting minutes of the Program Improvement Committee and the program advisory committee must accompany the report.
 - (3) The Executive Director, after consultation with the Program Improvement Committee, will make the final decision on program closure.
 - (4) The Executive Director/Deputy Executive Director will notify the school principal and teacher(s) of the decision by mail by June 15. In line with the examples above, the closure date will be June 15,

2014. A multi-teacher program may be decreased by one or more teachers.

- (5) If any principal or teacher is subject to layoff due to program closure, the layoff shall be in accordance with KRS 151B. Any such principal or teacher impacted by a program closure may contact the Education and Workforce Development Cabinet Division of Human Resources to find out his or her rights pursuant to KRS 151B.

(Amended 6/15/2012)